

PROPOSED RECORDS RETENTION SCHEDULE

Counties

Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-30	Video/audio recordings from mobile units, non-evidentiary	Recordings created by mobile units, including both in-car and body-worn cameras, that have not captured an incident or action from which litigation or criminal prosecution is expected.	Thirty (30) days after recording, if reviewed and no incident found from which potential litigation or criminal prosecution is expected. Six (6) months if not reviewed.
GSC 08-31	Video/audio recordings from mobile units, evidentiary	Recordings created by mobile units, including both in-car and body-worn cameras, that have captured an incident or action from which litigation or criminal prosecution is expected.	Retain as long as the case investigation to which the recording relates is retained; see GSC 08-01 and GSC 08-02.
GSC 08-32	Video/audio recordings from stationary cameras, non-evidentiary	Recordings created by fixed, stationary cameras in public buildings that have not captured an incident or action from which litigation or criminal prosecution is expected or likely to result.	Thirty (30) days.
GSC 08-33	Video/audio recordings from stationary cameras, evidentiary	Recordings created by fixed, stationary cameras in public buildings that have captured an incident or action from which litigation or criminal prosecution is expected or likely to result.	Retain as long as the case investigation to which the recording relates is retained; see GSC 08-01 and GSC 08-02.

These retention schedules are being presented October 20, 2015, to the Local Government Records Committee for adoption. Use of these schedules for records disposition may not be undertaken until approval by the committee. Public comments are welcomed. Approved retention guidelines are available at "www.mdah.state.ms.us." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.state.ms.us"

PROPOSED RECORDS RETENTION SCHEDULE

Counties

Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-34	Video/audio recordings in jail booking areas, non-evidentiary	Recordings created by fixed, stationary cameras in jail booking areas that have not captured an incident or action from which litigation or criminal prosecution is expected or likely to result.	One (1) year.
GSC 08-35	Video/audio recordings in jail booking areas, evidentiary	Recordings created by fixed, stationary cameras in jail booking areas that have captured an incident or action from which litigation or criminal prosecution is expected or likely to result.	Retain as long as the case investigation to which the recording relates is retained; see GSC 08-01 and GSC 08-02.

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PROPOSED RECORDS RETENTION SCHEDULE

Municipalities

Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 08-10	Video/audio recordings from mobile units, non-evidentiary	Recordings created by mobile units, including both in-car and body-worn cameras, that have not captured an incident or action from which litigation or criminal prosecution is expected or likely to result.	Thirty (30) days after recording, if reviewed and no incident found from which potential litigation or criminal prosecution is expected. Six (6) months if not reviewed.
GSM 08-11	Video/audio recordings from mobile units, evidentiary	Recordings created by mobile units, including both in-car and body-worn cameras, that have captured an incident or action from which litigation or criminal prosecution is expected.	Retain as long as the case investigation to which the recording relates is retained; see GSM 08-01, GSM 08-02, and GSM 09-04.
GSM 08-12	Video/audio recordings from stationary cameras, non-evidentiary	Recordings created by fixed, stationary cameras in public buildings that have not captured an incident or action from which litigation or criminal prosecution is expected.	Thirty (30) days.
GSM 08-13	Video/audio recordings from stationary cameras, evidentiary	Recordings created by fixed, stationary cameras in public buildings that have captured an incident or action from which litigation or criminal prosecution is expected.	Retain as long as the case investigation to which the recording relates is retained; see GSM 08-01, GSM 08-02, and GSM 09-04.

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PROPOSED RECORDS RETENTION SCHEDULE

Municipalities

Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 08-14	Video/audio recordings in jail booking areas, non-evidentiary	Recordings created by fixed, stationary cameras in jail booking areas that have not captured an incident or action from which litigation or criminal prosecution is expected or likely to result.	One (1) year.
GSM 08-15	Video/audio recordings in jail booking areas, evidentiary	Recordings created by fixed, stationary cameras in jail booking areas that have captured an incident or action from which litigation or criminal prosecution is expected or likely to result.	Retain as long as the case investigation to which the recording relates is retained; see GSM 08-01, GSM 08-02, and GSM 09-04.

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